



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY CORPS OF ENGINEERS**  
**441 G ST. NW**  
**WASHINGTON, D.C. 20314-1000**

S: 3 Feb 2006

**DEC 20 2005**

CECI-B (25-1c2)

MEMORANDUM FOR ALL HEADQUARTERS STAFF PRINCIPALS AND USACE  
COMMANDS, ATTN: DIRECTORS OF INFORMATION MANAGEMENT

SUBJECT: Information Technology Investment Portfolio – FY 2007-2012 Guidance

1. Reference, USACE Guidance and Definitions for the Information Technology Investment Portfolio System FY 2007-2012.
2. The purpose of this memorandum is to provide guidance and instructions for developing and updating your FY 2007-2012 Information Technology (IT) investment portfolio plan with specific focus on your requirements for the FY 2007 and FY 2008 Budget Cycles.
3. The IM/IT competition will result in a national Service Provider (SP) in mid-to-late FY06 upon notice to proceed to the MEO or contractor. While this will change the way we procure and provide services, it will not significantly change the way we plan and budget for IM/IT support services. In fact, ITIPS will become increasingly important as a mechanism to compare execution to planned costs. New procedures will include regular customer satisfaction surveys and quarterly performance reporting. ITIPS will be the official source for costs associated with IM/IT at the Enterprise, Regional and Local levels.
4. Please use care in entering your requirements. ITIPS data is used for many purposes including: input to the Command Consolidated Guidance (CCG); providing data for the Capital Planning and Investment Control Process (CPIC); preparing the DA Program Objective Memorandum (POM); and preparing the Office of Management and Budget Civil Works submissions (Exhibit 300 and Exhibit 53). The quality of the data you enter will impact all of the processes that use ITIPS data. The enclosure lists various points to pay particular attention to as you update your records.
5. Directors and Chiefs of Information Management, IT Planners, and Functional Proponents will update ITIPS records to ensure that IT investments (existing and planned) identify requirements for FY2007-2012.

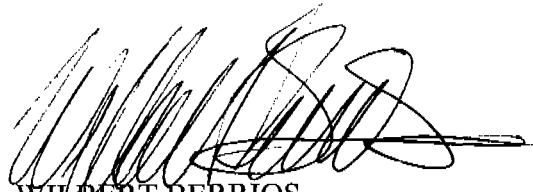
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6. ITIPS will be available for updating beginning on 20 December 2005. The suspense date for completing the update is close of business 3 February 2006. My points of contact are Sally Mahoney (202) 761-7135 and Michele Martin (202) 761-4876. Thank you for your support in this update process.

FOR THE COMMANDER:

encl

A handwritten signature in black ink, appearing to read 'WILBERT BERRIOS', with a long horizontal stroke extending to the right.

WILBERT BERRIOS

Director of Corporate Information

## Enclosure to ITIPS Guidance

### Quality data checkpoints

More extensive definitions are available in the guidance document available on the ITIPS web page at: <http://www.usace.army.mil/itips/>

### **Management Data Tab**

#### Acronym

Please don't leave this blank.

#### IT Classifications

In most cases, "Other" is not the correct choice for IT Classification. Please look at records listed with "Other" and make sure something else isn't a better choice. If a choice that you need is missing, let us know.

If you use Support to Standard Systems to reflect your fee for service bill, put that bill amount on the cost category in line 17 "Fee for Service – Payment" so we can be sure not to double count.

Otherwise, Support to Standard Systems is for cases when you have a local requirement that supports a standard system, such as a local database administrator for CEFMS. The database administrator would be listed under Civil Pay or Contractor as appropriate.

#### Proponents

Check that the names and phone numbers are correct.

#### Archive

If a record reflects a system that is no longer in use, change archive to "yes" and send an e-mail to CECI-B so that the record can be moved to the archive section of the database.

### **System Description Tab**

Description – Please put a sentence or 2 in the beginning that answers the question – "What is this investment generally for?"

Example – "ITIPS is a tool used to collect descriptions and cost information on information technology planned requirements."

The description should reflect current events.

Example – "In FY07 we plan to add GIS capability". Not "We will deploy the system in

FY04". If that happened, then you can say "We finished deploying in FY04." If it didn't happen, then say "We now plan to deploy in FY07". Longer term plans should be on the "Future" Tab.

## **Financial Tab**

If you are spending money on your DITSCAP, the security cost column should not be blank.

The database was "rolled" after the end of the Fiscal year. This means that items entered in the first out year (in this case FY08,) was moved into the FY08 column on the financial tab. However, the dollars were not distributed among all the cost categories (Civil Pay, hardware, etc). So, distribute the dollars where they belong.

You can view an example of how your ITIPS data was used for a briefing to the DCG at:  
<https://corpsinfo.usace.army.mil/ci/cfat/>